

APPROVED

Minutes
County Road Administration Board
July 20-21, 2000
CRAB Office - Olympia, Washington

Members Present: Skagit County Commissioner Harvey Wolden, Chair
Asotin County Commissioner Don Scheibe
Grant County Commissioner Tim Snead
Whatcom County Council Member Robert Imhof, Vice-Chair
Ken Stone, Cowlitz County Engineer
Walt Olsen, Pend Oreille County Engineer
Randy Casteel, Kitsap County Engineer
Ferry County Commissioner Gary Kohler

Members Absent: Pierce County Council Member Harold Moss

Staff Present: Jay Weber Jay Armstrong*
Cheryl Heinemeyer Karen Pendleton
Chris Mudgett* Steve Hillesland*
Dave Whitcher* Steve Dietrich, CRAB Attorney

Guests: Yolanda Wilson, OFM, SACS Division*
Denise Tabler, OFM, SACS Division*
Greg Doss, Senate Transportation Committee*
Sophia Byrd, WSAC*
Sandra Miller, Office of the State Auditor**

CALL TO ORDER

Chair Wolden called the County Road Administration Board quarterly meeting to order at 1:10 PM on Thursday, July 20, 2000, at the CRAB office in Olympia.

CHAIR'S REPORT

Approve Minutes of April 13-14, 2000 CRABoard Meeting

Vice-Chair Imhof moved and Commissioner Scheibe seconded to approve the minutes of the April 13-14, 2000 CRABoard meeting. **Motion carried.**

Elect new Chair and Vice-Chair

Chair Wolden opened the floor for nominations for Chair and Vice-Chair.
Commissioner Snead motioned to continue Chair Wolden and Vice-Chair Imhof.
Commissioner Scheibe second. **Motion carried.**

* Present 1st day only

** Present 2nd day only

Reappointment of CRABoard Members

Mr. Weber announced the reappointments of Mr. Casteel, Council Member Moss, and Commissioner Scheibe.

DIRECTOR'S REPORT

New County Engineer/Public Works Directors

Mr. Weber announced that Vern Redifer, Yakima County, has been appointed as the new Public Works Director effective July 1, 2000. He also announced that Greg Pezoldt, Chelan County, has been appointed as Interim Public Works Director/County Engineer effective June 1, 2000.

County Visits

Mr. Weber reviewed his and Mr. Armstrong's county visits over the last three months.

Agency Budget – Current Status

Mr. Weber introduced Yolanda Wilson and Denise Tabler from OFM, Small Agencies Client Services division. Ms. Tabler reviewed handouts regarding CRAB's current budget status. She concluded asking the Board how they would like to have CRAB's budget status presented to them. Board members commented that the handouts presented to them were sufficient.

Ms. Wilson briefed the Board on SACS role as CRAB's accountant.

Mr. Weber concluded that overall expenditures were within budget and that the required legislative cuts have been made.

Agency Budget – FY 2001-003 Budget

Mr. Weber briefed the Board on the continued 3% limit for CAPP, RAP and Fund 108. He noted that CRAB would be submitting two decision packages for FY 2001-2003. One would include a request for an additional FTE for a Biologist to assist counties in Environmental Mitigation and the other would include an additional staff member as a Maintenance Engineer.

SAO County Audits

Mr. Armstrong stated that there were no audit reports received since the April CRABoard meeting.

October CRABoard Meeting

Mr. Weber explained the conflict of events with the Western District meeting in October. He suggested changing the CRABoard from October 12-13 in Grant County to October 5-6 at the Olympia CRAB office. Discussion was held and all accepted the date change.

PUBLIC HEARING – Revisions to WAC 136-150-022, 136-10-035

Chair Wolden opened the public hearing at 2:04 p.m.

Ms. Mudgett reviewed proposed changes to WAC 136-10-035 regarding charter counties and changes to WAC 136-150-022 regarding diverted road levies.

Chair Wolden called for comments, and receiving none, closed public testimony.

Council Member Imhof moved and Commissioner Snead seconded to close the public hearing. **Motion carried.**

Chair Wolden opened discussion to the Board. Receiving none, Board discussion was closed. Council Member Imhof moved and Commissioner Snead seconded to adopt the amendments to WACs 136-10-035 and 136-150-022. **Motion carried.**

RAP BUSINESS

Program Status Report

Mr. Armstrong reviewed a one page Rural Arterial Program status report.

Older Projects

Mr. Armstrong reviewed a RAP project status report by lapsing condition. He noted two projects in San Juan County and one project in Skamania County that are being closely monitored.

Resolution 2000-008 – Apportion RATA Funds

Mr. Armstrong presented Resolution 2000-008 to apportion RATA funds to regions. The resolution approves that the accrued amount of \$4,531,120 now credited to RATA be apportioned to the regions by the established 1999/2001 biennium percentages after setting \$135,934 aside for administration. After discussion Vice-Chair Imhof moved and Commissioner Stone seconded to approve Resolution 2000-008. **Motion carried.**

Project Change Requests

Mr. Armstrong briefed the Board on a request from Ferry County regarding a reduction in scope with a corresponding reduction in RAP funding for the Torboy rehabilitation RAP project.

He noted that CRAB staff has reviewed the project site, noting the rail crossing and speed limits. Considering that realignment would place the rail crossing well inside the new curve and would also increase the speeds through it, the current speeds and locations seemed acceptable. The loss of alignment points results in a project ranking still well above the funding level for the 1997-1999 NE region priority arrays. Staff therefore recommends acceptance of the scope change.

Commissioner Kohler removed himself from the vote.

After discussion Vice-Chair Imhof moved and Commissioner Scheibe seconded to approve this request. **Motion carried.**

Reimburse Environmental Design

Mr. Armstrong noted that Kittitas County has suggested that the CRABoard allow counties to be reimbursed for environmental design and mitigation costs that are incurred prior to RAP funding approval. All costs would otherwise be borne by the county if a RAP contact is not approved.

He concluded that CRAB staff will address this issue during regional meetings to be conducted this fall. If the counties support the change to WAC 136-180, which now authorizes reimbursement of costs on the basis of monthly progress payments, will be revised. Additional tracking of those costs will be required, possibly even ahead of funding approval. The change would require clear communication within each county regarding the risk of no reimbursement in the event the project does not receive funding approval through the priority array.

County Roadlog

Resolution 2000-010 – Certifying the Master County Roadlog

Mr. Whitcher presented Resolution 2000-010 to certify the master county roadlog to reflect the county road system as of January 1, 2000, be certified as the official county roadlog. After discussion Vice-Chair Imhof moved and Mr. Stone seconded to approve Resolution 2000-010. **Motion carried.**

Estimated 2001 Revenues - CAPP

Mr. Armstrong reviewed a one-page description of the estimated revenues for CAPP.

Estimated 2001 Revenues – Motor Vehicle Fuel Tax

Mr. Armstrong reviewed a one-page description of the estimated revenues for the motor vehicle fuel tax.

ISSUES

Annual Certification/Standard of Good Practice

Mr. Armstrong noted that CRAB has received a letter from the State Treasurer's office requesting notification of status changes to the three counties that were found to be in violation of RCW 36.78.090. The following is an update:

- a. Lewis County – Mr. Armstrong reviewed a letter from Lewis County following up to their March 29, 2000, letter. The Washington State Bridge Inventory System (WSBIS) files have been reviewed and it has been determined that the county has completed all delinquent inspections and now is in compliance with the NBIS.
- b. Cowlitz County – Mr. Armstrong reviewed the July 18, 2000, letter from Cowlitz County stating that they have changed their accounting software and have now submitted its Annual Certification and Annual Construction Report for CY 1999.

- c. King County – Mr. Armstrong and Mr. Whitcher explained that CRAB is working with them with their roadlog update procedures to bring more timely entry of updates.

After discussion Commissioner Scheibe moved and Mr. Casteel seconded to approve the issuance of a Certificate of Good Practice to Cowlitz and Lewis Counties. **Motion carried.**

NOTE: Resolution 2000-011 was signed after the Board meeting by Chair Wolden. The Resolution issues Certificates of Good Practice to Cowlitz and Lewis Counties.

Information Services

Mr. Hillesland noted some of the successes of the Technology Suite at the WSAC summer conference. He briefed the Board on current vacancies in the IT division and concluded by inviting Board members to attend the CRAB sponsored Road Design Conference to be held in Lake Chelan in late September.

Blue Ribbon Update

Ms. Mudgett briefed the Board on the Blue Ribbon Commission's progress to date. She handed out a copy of the draft recommendations/comments on the Blue Ribbon options for review.

Governmental Accounting Standards Board (GASB) 34 Update

Ms. Mudgett briefed on her presentation given on June 29, 2000. She stated that she will be having meetings around the state concerning infrastructure reporting. She will also be giving a presentation at the NWPMA Fall Conference.

Local Government Advisory Committee (LGAC)

Ms. Mudgett noted that this committee has been discussing the GASB implementation issues.

Freight & Goods Study County Update

Mr. Whitcher noted that 127 counters have been purchased and most are in place in the counties. He has held orientations on counter training in Pasco, Monroe and Vancouver. November 15 is the deadline for counter numbers to be into CRAB. Mr. Whitcher explained how the numbers will be collected and used. Mr. Weber explained the history of the funding provided for this study.

Chair Wolden recessed at 3:30 P.M. The CRABoard meeting will resume July 21, 2000, at 9:00 A.M.

Chair Wolden called the second day of the CRABoard meeting to order on July 21, 2000, at 9:00 A.M.

Vice-Chair Imhof moved to close for an executive session, Commissioner Kohler second.
Motion carried.

Executive Session ended at 9:55 AM.

Chair Wolden re-opened the regular session on July 21, 2000, at 10:08 A.M.

Resolution 2000-009 – Salary for the Executive Director

Vice-Chair Imhof presented Resolution 2000-09 in the matter of salary for the Executive Director position. This would adjust the salary effective July 1, 2000, to \$97,404.00 annually. After discussion Vice-Chair Imhof moved and Commissioner Snead seconded to approve Resolution 2000-009. **Motion carried.**

Work Session

Mr. Weber gave an overview of the CRAB staff evaluations that will be completed by the end of this month. He opened discussion for ways to provide an evaluation for the Executive Director's position. More discussion was held concerning CRAB's responsibility and role to each county and the two FTE requested previously.

Mr. Weber discussed the re-organization that took place in July 1999 and how that assisted in determining the budget cuts with no effect county assistance. He informed the Board of CRAB staff's loyalty and hard work during this time.

Commissioner Scheibe invited all members to the ribbon cutting ceremony in Asotin County on August 1, at 10:30 a.m. Chair Wolden invited all to the ribbon cutting ceremony of Cook Road, on July 31, at 10:00 a.m.

Adjournment at 10:35 A.M.

HARVEY WOLDEN
Chairman